



WASHINGTON STATE EMPLOYMENT OPPORTUNITY

DEPARTMENT OF REVENUE

1025 Union Avenue SE v PO Box 47463 - Olympia, WA 98504-7463
(360) 570-6181v TTY (360) 664-0580

Recruitment
Announcement #: L01005-OC

Opens: May 2, 2001
Closes: Until further notice

EXCISE TAX EXAMINER 1 (15230)

SALARY: \$2169-\$2740 per month (Range 37)

LOCATION: The register established by this recruitment will be used to fill vacancies as they occur statewide.

WHO MAY APPLY: This recruitment is open on an open competitive basis to anyone who meets the minimum qualifications.
NOTE: Candidates currently on the register need not reapply.

The Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application/testing process, or those needing this job announcement in an alternative format, may call Eric Magbaleta at (360)570-6181TTY(360) 664-0580.

SEND TO: Interested applicants should submit their applications to the Department of Revenue's Employee Services Office at PO Box 47463, Olympia WA 98504-7463. All applications must be received in Employee Services by the closing date of the bulletin.

SPECIAL NOTE: The application form must be filled out completely. No additional information will be accepted after the closing date of the bulletin. Resumes or attachments will not be accepted in lieu of the employment history under part #4. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

PRIMARY DUTIES: In a training capacity, examines excise tax accounts in Department of Revenue headquarters to ensure proper reporting of tax liability, determines credit or debits and makes initial taxpayer contact to effect collection of taxes due.

MINIMUM QUALIFICATIONS: It is important that you specify in the education section of your application the exact number of college credits as listed below.

Two years as an Excise Tax Assistant, Tax Service Assistant, Tax Service Representative, Fiscal Technician, Tax Information Specialist or equivalent within the Department of Revenue, provided required accounting course work has been completed, OR A Bachelor's degree involving major study in business or public administration or closely allied field with a minimum of 12 semester (or 18 quarter) hours of accounting

NOTE: Accounting or auditing experience will substitute, year for year, for education providing required accounting course work has been completed.

EXAMINATION

PROCEDURE:

The examination is a written test, weighted 100%, that measures your knowledge, abilities, and aptitudes to perform the duties of the job class. The time limit for the written test is four hours. You will be notified by mail when and where to appear to take the exam. Please bring positive identification when you come to take the test. We will mail you your score, but we cannot tell you your ranking on the register.

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